

Submitting the Final Manuscript to UC ANR Publications

Contact: Debbie Thompson, dthompson@ucanr.edu

After your publication has passed peer review, the online peer review system will notify the Director of Publishing that your final manuscript has been accepted for production. **UC ANR Publications will not begin work on your publication until we have received all files and materials (including photos and permissions) required for production.**

Contents of Final Manuscript

The final manuscript should consist of all computer files required to produce the publication, including the following, as needed. You are not required to submit a printed manuscript.

- Complete text in Microsoft Word, including front matter such as the table of contents, introduction, acknowledgments, etc., and back matter such as a glossary, appendixes, etc.
- Tables in Microsoft Word. Use Word's table format for tables; do not set up tables using tabs. We do not accept Microsoft Excel for tables that will appear in the text.
- List of captions in Microsoft Word for all figures (photos, graphs, illustrations, maps, etc.).
- If the manuscript contains illustrations (line art drawings), provide either a high-resolution file of the finished illustration, or a clear sketch that our designers can use for redrawing.
- Data tables for graphs and charts, in case we need to refer to the data during production. The data tables can be in Excel or any other spreadsheet.
- Photographs (see below).

Manuscript Format and Style

- Please consult the *UC ANR Publications Style Guide* on the ANR Peer Review website at <https://ucanr.edu/sites/anrpeerreview/files/334680.pdf>.
- For more information, consult your project editor.

Submitting Photographs

- UC ANR Publications will not begin production of your publication until all photo files have been received.
- We prefer digital files but will scan slides if necessary. Submit each digital photo in a separate file (not in a Word or Powerpoint file). When naming the files, include the figure number and a key word describing the photo in the name.

- RAW format is best, TIFF and EPS are acceptable. JPEG files over 3 mb are acceptable for print; files under 3 mb are good enough only for online publications. JPEG files under 1 mb are usually not acceptable even for online publications.
- Make sure each photo has a callout in the text of your publication, as in “(fig.1).” Also make sure that you have obtained permission to publish photos that require permission.
- Along with the photos, submit a Word document that contains the captions for all photos. Each photo must have a caption; the caption should contain the figure number, the name of the photographer or source credit, and the digital filename. A thumbnail of the photo is very helpful.
- You can send digital photo files to us on a CD or DVD, or, if you have only a few files, compress them into one file and put them in a shared Box folder for your project editor.

Permissions and Plagiarism

- UC ANR Publications will not begin production of your publication until all permission issues have been resolved to the satisfaction of your project editor.
- You do not need permission to use material (photographs, drawings, text) that is copyright by The Regents of the University of California. To avoid plagiarism, you must, however, cite the source of the material.
- You do not need permission to use material produced or published by the U.S. federal government or any of its agencies. These materials are in the public domain.
- Material produced by state and local governments is generally under copyright; look for the copyright notice on the publication. If the copyright notice is absent, it is best, even as a courtesy, to request permission.
- Material taken from Web sites may be under copyright. Look for a copyright statement or terms of use on the site.
- Plagiarism is publishing other people's original work without crediting them as the source. You can avoid plagiarism by always citing the source of any material you use that is not your own, such as data in a table, quotations, research conclusions, and the like.
- Copyright infringement, or copyright violation, is using copyrighted material without getting permission. You can avoid copyright infringement by getting permission from the copyright holder to use copyrighted materials.
- To request permission, customize the sample letter at <http://ucanr.org/sites/anrpeerreview/files/25544.doc> and send it to the copyright holder of the material you want to use. It is your responsibility to pay any fees the copyright holder may require. Once permission is granted, send a copy of the permission-granting letter to your project editor so we can make sure proper credit is given in your publication.